

## Typing Certificates

When indicated on a job announcement, a certified typing certificate must be submitted along with a City application in order to demonstrate the minimum typing requirement. Certification may be in the form of a certificate, letter or test results form that clearly states the following:

1. Full name of the applicant
2. Date the test was administered (must be within one year prior to the application date)
3. Duration of the test (5 minutes minimum)
4. Net/gross words per minute
5. Number of errors
6. Name, address and telephone number of the issuing agency
7. Name and signature of the person certifying the certificate

Typing certificates may be obtained from a business school, vocational training center, employment agency or other related agency. It is the responsibility of the applicant to ensure that certificates issued by any agency, including those listed below, meet the requirements stated above. **Online typing certificates will not be accepted.** Please be aware that most agencies only accept cash payments and will require a photo I.D. It is best to call the agency directly to ask about their requirements.

For your convenience, examples of approved local agencies are listed below. However, you are free to obtain certificates from other accredited schools or agencies.

### Examples of Approved Agencies:

NOVA-Private Industry Council  
505 W. Olive Avenue, #550  
Sunnyvale, CA 94086  
408-730-7232

AppleOne  
5353 Almaden Expressway, Suite E-41  
San Jose, CA 95118  
408-978-1880

Western Staff Services  
2025 Gateway Place #240  
San Jose, CA 95110  
408-441-1141

Volt Workforce Solutions  
5201 Great America Pkwy. Suite 432  
Santa Clara, CA 95054  
408-764-0100

Certified Employment Group  
2105 S. Bascom Ave, Suite 386  
Campbell, CA 95088  
408-626-7127

South San Francisco Adult Education  
825 Southwood Dr.  
San Francisco, CA 94080  
650-877-8844

Manpower  
480 S Ellsworth  
San Mateo, CA 94401  
650-342-2700

JobTrain  
1200 O'Brian Dr.  
Menlo Park, CA 94025  
650-330-6429

Revised 07/2011